



**DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
2 NAVY ANNEX
WASHINGTON, DC 20380-1775**

MCO 4610.13F
LFT-1
30 Aug 96

MARINE CORPS ORDER 4610.13F

From: Commandant of the Marine Corps
To: Distribution List

Subj: TRAFFIC MANAGEMENT RESPONSIBILITIES FOR OFFSHORE-PROCURED,
VENDOR-SHIPPED AND FREE ON BOARD (FOB) ORIGIN ITEMS
ENTERING THE DEFENSE TRANSPORTATION SYSTEM

Ref: (a) DOD 4500.32-R, MILSTAMP (NOTAL)
(b) MCO 4600.14B
(c) NAVCOMPT Manual, volume III, paragraph 035851 (NOTAL)
(d) DOD 4000.25-D
(e) MCO P5110.4

Encl: (1) Vendor Instruction Rider for Shipment by United States
Postal Service (USPS) for Non-Appropriated Fund
Instrumentalities (NAFI), Morale, Welfare and
Recreation (MWR), and Appropriated Fund Shipments
(2) Transportation Documentation Instructions for NAFI,
Morale, Welfare and Recreation (MWR), and Appropriated
Fund Shipments That Are Not Eligible for Mailing Via
USPS

1. Purpose. To designate the Traffic Management Officer (TMO), Marine Corps Logistics Base (MCLB), Barstow, California, as the continental United States (CONUS) representative solely responsible for the accomplishment of procedural implementation and related documentation requirements of reference (a), including the preparation and distribution of transportation control and movement documents (TCMD) for offshore-procured, vendor-shipped export items entering the Defense Transportation System (DTS). Additionally, the TMO, MCLB, Barstow, California is responsible for documentation requirements related to the Supply Officer, Camp Butler, Okinawa, procured (appropriated fund) FOB origin and port export items (Government Bill of Lading (GBL) shipments), including the preparation and distribution of TCMD's.

2. Cancellation. MCO 4610.13E.

**DISTRIBUTION STATEMENT A: Approved for public release;
distribution is unlimited.**

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3. Background

a. The Military Traffic Management Command (MTMC), as a transportation component command of the United States Transportation Command (USTRANSCOM), is responsible for providing CONUS freight management services and common-user ocean terminal support to the Department of Defense (DoD) components under the direction of USTRANSCOM to include rating, routing, and performance quality control.

b. MTMC is responsible for providing appropriate ocean cargo clearance services for CONUS export cargo.

4. Scope

a. The policy and procedures published in references (a) and (b) are applicable to all DoD cargo (including shipment direct from vendor) moving wholly or in part via the DTS and, except as specifically provided herein, for shipment via USPS for the account of the offshore activities.

b. This Order does not pertain to intra-theater/inter-theater procurements not involving CONUS vendors.

5. Policy

a. Transportation Funding of NAFI and MWR Materiel. Subject to the exceptions specified in reference (c), the use of appropriated funds (i.e., the open Transportation of Things, Operations and Maintenance, Marine Corps (O&MMC) allotment for transportation) for the shipment of materiel purchased with nonappropriated funds is prohibited. Accordingly, transportation costs associated with the shipment of NAFI and MWR materiel chargeable to appropriated funds are not authorized under the following conditions:

b. CONUS movement of materiel using a GBL.

c. Shipment of materiel moving from an offshore vendor consigned to a CONUS Port of Embarkation (POE) marked for further transshipment to other overseas locations. The open allotment for transportation will fund only that overseas continental United States (OCONUS) portion of this movement from CONUS POE to final overseas destination. All other transportation costs associated with this movement (i.e., origin to CONUS POE) must be funded by the cognizant NAFI, MWR, or by the vendor on a contractual FOB destination basis.

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d. Shipment of materiel moving from an offshore vendor consigned for delivery to a CONUS destination. All transportation costs associated with this movement must be funded by the cognizant NAFI, MWR, or by the vendor on a contractual FOB destination basis.

6. Shipment via the USPS

a. Materiel shipment through the USPS is not subject to the documentation and related procedural requirements of reference (a).

b. Subject to the exceptions noted hereafter, the maximum use of the USPS is encouraged for small shipments known to qualify for shipment per USPS criteria.

(1) Consignment/Address. USPS shipments shall not be consigned for transshipment through ocean terminals. Under no circumstances may materiel, consigned to offshore activities, be delivered by commercial common carrier to a DoD post office (i.e., Army/Air Force (APO)/Fleet (FPO)) for transshipment for further shipment/delivery overseas. The use of the APO and FPO is confined solely to materiel tendered by the vendor to a post office at or near the CONUS origin for mailing direct to the APO/FPO mailing address applicable to the ultimate consignee.

(2) Procurement Instrument. The consignment instructions, included within the terms of the procurement instrument, issued for shipment via the USPS shall be confined to the requisitioner's activity address code (AAC), the complete name of the consignee (written in the clear), and the appropriate APO/FPO mailing address. No reference shall be made to a transshipment point nor to a CONUS POE. The omission of a CONUS transshipment point or POE is essential to preclude vendor release of materiel for surface shipment consigned to a POE marked for further USPS shipment to an APO/FPO mailing address.

(3) Mail Classes. Detailed information concerning the available classes of mail, including size and weight limitations and qualifications for use is provided in reference (d).

c. Although the size and weight restrictions are published by the USPS for the transportation of single packages, no ceiling has been established to limit the cumulative total weight allowance authorized under provisions of any one shipment order for shipment by official mail. This omission may not be

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construed as an open-end authorization for an unlimited weight accumulation for official mail shipment, pursuant to the provisions of a single procurement document.

d. To ensure vendors do not forward shipments in excess of USPS restrictions via USPS or consign shipments via a commercial common carrier to an APO/FPO address, the "Ship To" block should not show the purchasing office APO/FPO address. Purchase/delivery orders, including NAFFI and MWR, will state in the "Ship To" block - "For export - see attached 'special conditions'."

7. Container Marking. Each shipping container shall be marked as prescribed by the TMO, MCLB, Barstow. Failure to properly mark shipping containers as directed by the TMO, MCLB, Barstow, may cause shipment to be frustrated or to go astray. Any additional cost incurred as a result of failure to mark per instructions may be charged to the vendor.

8. Action

a. Purchasing Activities shall:

(1) Mail, concurrent with mailing to vendor, one copy of each purchase/delivery order (including "Special Conditions" attachment) issued by an offshore activity, including NAFFI and MWR, for procurement of materiel from sources within CONUS to the following address:

Commanding Officer
Marine Corps Logistics Base
Attn: Traffic Management Officer (B325)
Building 30, Box 110325
Barstow, CA 92311-5014

(2) To prepare and process necessary transportation documentation, ensure that the following data elements are included on each purchase/delivery order:

(a) Requisitioner/Consignee AAC. The AAC is published to provide amplifying instructions prescribed in reference (e). If the provisions of reference (e) preclude the assignment of an AAC to the requisitioner, the AAC applicable to the host activity at which the requisitioner is a tenant shall be identified in the purchase/delivery order as the consignee together with "MARK FOR" address sufficient to identify the ultimate consignee.

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(b) Prime Port of Debarkation AAC. The AAC for the port responsible for the receipt and processing of ocean cargo consigned to the requisitioner.

(c) FOB Point, Uniform Materiel Movement and Issue Priority System Priority, and Required Delivery Date to Ultimate Consignee.

(3) Provide a copy of enclosures (1) and (2) with each purchase/delivery order issued by a NAFI, MWR, or appropriated fund activity.

b. TMO, MCLB, Barstow shall:

(1) Assume sole responsibility for the establishment of transportation liaison with vendors.

(2) Process export traffic release requests, when required.

(3) Construct transportation control numbers and distribute all MILSTAMP documentation.

(4) Prepare and distribute TCMD's for FOB origin and port export shipments.

(5) Assure dissemination to the vendor of instructions, documentation and data essential for address marking.

(6) Maintain records related to the shipment of materiel.

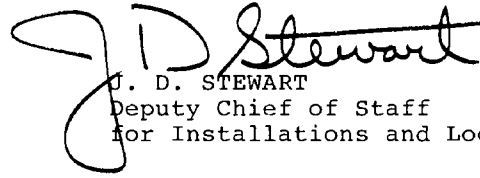
(7) Initiate tracer action, when appropriate.

(8) Ensure that vendors do not use the official mail indicia.

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9. Reserve Applicability. This Order is not applicable to the Marine Corps Reserve.

A handwritten signature in black ink, appearing to read "J. D. Stewart". The signature is written in a cursive style with a large, looping initial "J".

J. D. STEWART
Deputy Chief of Staff
for Installations and Logistics

DISTRIBUTION: PCN 102

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Copy to: 7000110 (55)
7000064 (25)
8145004, 005 (2)
7000144/8145001 (1)

VENDOR INSTRUCTION RIDER FOR SHIPMENT BY UNITED STATES POSTAL
SERVICE (USPS) FOR NON-APPROPRIATED FUND INSTRUMENTALITIES
(NAFI), MORALE, WELFARE AND RECREATION (MWR), AND APPROPRIATED
FUND SHIPMENTS

1. Instructions furnished hereafter for mailing materiel to:

(Name and address of consignee, including APO/FPO and ZIP Code)

2. Address/Consignment

NOTE: Under no circumstances will materiel released for shipment by a commercial carrier be consigned to an APO or FPO address for further shipment via the USPS to final destination.

- a. The ZIP Code for consignee must appear on all containers shipped via the USPS.

- b. Mark Each Package and Mail to:

(name of consignee)

(address of consignee)

(APO/FPO City and ZIP Code)

CONTENTS FOR OFFICIAL USE

- c. Postage. Affix postage for the zone rate applicable from point of origin of shipment to _____.
(city and ZIP code)

3. Delivery to Local Post Office. Parcels are to be delivered to your local post office for mailing direct to addressee. DO NOT forward shipment to an APO or FPO mailing address via any other transportation mode, carrier, or service.

4. Parcels meeting the current USPS size and weight restrictions are eligible for mailing to an APO or FPO address.

ENCLOSURE (1)

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5. The preparation and distribution of a TCMD is not required for shipments via the USPS.

6. If circumstances preclude shipment by the USPS for any reason, DO NOT SHIP. Refer to instructions contained in enclosure (2).

7. Forward notification of shipping date to the Traffic Management Officer, Marine Corps Logistics Base, Barstow, CA 92311-5014, telephone 619-577-6901 (reference the applicable purchase order number).

ENCLOSURE (1)

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TRANSPORTATION DOCUMENTATION INSTRUCTIONS FOR NAFI, MORALE,
WELFARE AND RECREATION (MWR), AND APPROPRIATED FUND SHIPMENTS
THAT ARE NOT ELIGIBLE FOR MAILING VIA USPS

1. Consolidate items into a minimum number of shipping containers.
2. Hold shipment/DO NOT SHIP and furnish the following data by mail to the traffic management officer at the following address:

Commanding Officer
Marine Corps Logistics Base
Attn: Traffic Management Officer (Code B325)
Building 30, Box 110325
Barstow, CA 92311-5014

- a. Purchase/Delivery order number.
- b. Quantity and type of shipping container.
- c. Actual gross weight of each shipping container.
- d. Actual cube of each shipping container. Shipping containers exceeding 72 inches in any one dimension must be identified separately.
- e. Total pieces, total weight, and total cube of shipment. If shipment has been unitized or palletized, indicate the number of containers in the unit or on the pallet.
- f. Origin shipping point (City and State).
- g. Date available for shipment.

3. Hazardous materials

- a. If any one of the items comprising the shipment is classified as "hazardous" as defined by the Code of Federal Regulations (CFR), Title 49/Department of Transportation Hazardous Materials Regulations, it is mandatory that the packaging, packing, specific markings and labeling be in strict compliance with the specific provisions contained in the regulations.

ENCLOSURE (2)

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b. In addition to the data contained in paragraph 2, preceding, the complete and proper description and all other necessary data for any hazardous materiel shipments must be furnished to the TMO, MCLB, Barstow.

4. The vendor must advise the TMO, MCLB, Barstow in writing that shipment does not contain any hazardous or ORM materiel, except as properly described and required by paragraph 3, preceding.

5. Hold the shipment until receipt of consignment, shipping and marking instructions from the TMO, MCLB, Barstow. The vendor will use Government supplied transportation documents to effect shipment when directed, and will comply with shipping and marking instructions issued by the TMO, MCLB, Barstow, including the distribution of such documents as directed.

a. If hazardous materiels are included in shipment, appropriate certification as required by CFR Title 49 must be annotated on the GBL and/or delivery document used to forward shipment to the CONUS POE.

b. The TMO, MCLB, Barstow may be reached by telephone at 619-577-6901 if transportation problems not covered by these instructions are encountered.

c. Forward a copy of the carrier's/shipper's receipt to the TMO, MCLB, Barstow.

ENCLOSURE (2)